

**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**

AUGUST 23, 1999

5:30 p.m.

AGENDA

MINUTES: (A) *Mike Mason*

TREASURER'S REPORT: (I) *Mike Mason*

**ARTEC COMPUTER BASED ELECTRONICS INSTRUCTIONAL PROGRAM BID:
(A) *Mike Mason***

**SALE OF SURPLUS ELECTRONIC AIR CLEANERS BID:
(A) *Mike Mason***

WELDING LAB REPORT: (I) *Randy Dill*

FALL SEMESTER 1999: (I) *Dr. Jerry Beck*

ROPES COURSE UPDATE: (I) *Karen Christopherson*

DEPT. DEPENDENT ON UPDATE: (I) *President Mouskoff*

OLD BUSINESS

NEW BUSINESS

COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
AUGUST 23, 1999

CALL TO ORDER: 5:30 p.m. PRESIDING: LeRoy Craig

ATTENDING: Trustees. LeRoy Craig, ~~Dr. Thad Scholes~~ and
Bill Babcock

College Administration: Gerald Meyerhoeffer, President
John M. Mason, Secretary/Treasurer
~~Robert Alexander, College Attorney~~
~~Dr. Jerry Dean, Vice President~~
Dr. Joan Edwards, Vice President of Planning and
Development
Dr. Ken Campbell, Dean of Technology
~~Dr. John Martin, Registrar~~

~~Dr. John Martin, Registrar~~
Randy Dill, Physical Plant Director
Jeff Duggan, Assistant to the President
~~Karen Baumert, Public/Sports Information Director~~

CSI Staff: Henry Jones. Karen Christopherson and
Louise Flowers

Visitors: None

Faculty Representative: Maddie Hartwell

Times News: Jennifer Sandmann

MINUTES OF JULY 19, 1999 were approved as written on MOTION
~~by Dr. Charles Lehman~~ Affirmative vote was unanimous

TREASURER'S REPORT: The Treasurers Report was unavailable
due to year-end closeout not being completed.

BIDS:

1. The Board approved the sole bid of Lab-Volt to Spanish Fork, Utah in the amount of \$61,476.00 for a computer based

CSI Trustees
August 23, 1999
Page 2

Funds for this purchase are from the ARLEC Albertson's grant.

2. The Board approved the sole bid of Lester Peck of Nampa, Idaho in the amount of \$650 for four surplus electronic air was unanimous.

Funds from this sale will be deposited in the Plant Facility Fund.

PRESIDENT'S REPORT:

1. Karen Christopherson reviewed the scheduling and operation of the new ropes course. She stated that we have the largest pole course in the northwest. Ms. Christopherson also reviewed the price structure for using the course and said she felt it was very reasonable.

2. Randy Dill reviewed the welding lab report from Dr. Harry Beaulieu. Dr. Beaulieu conducted extensive testing to determine if there were any problems with the air quality in the lab. His official report indicated the lab was sufficiently ventilated and that there were no air quality issues.

Robert Alexander stated that he felt we responded properly to the possibility of an air quality issue.

This is a record number.

Ron Shopbell stated that we were running 50 classes in 14 high schools this summer. Filer and Castleford are running for dual credit courses jointly this year. Dual credit enrollment is expected to be up significantly this year.

One microwave channel to Burley is completely scheduled and the new second channel is approximately 50% full. The Micron class currently has 26 enrollments and is expected to grow to 100 enrollments during the year.

4. The President reviewed the acoustical report from ZGA Architects and their consultants, Paoletti Associates,

CSI Trustees
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4. (continued) concerning the Fine Arts auditorium. The report indicated that if we were to do anything to improve acoustics in the auditorium, we would need to implement the first three recommendations of the report at an estimated cost of \$500,000.

The Board took the report under advisement.

~~5. The President also reviewed the architects' concepts for the addition. The Board felt that an addition to the south appeared to be a feasible option.~~

6. The President reported on the survey of students, faculty and professional staff. The survey was very positive and indicated a high level of satisfaction by our faculty. Dr. Campbell reported that retention, graduation rates and transfer rates were above the national average.

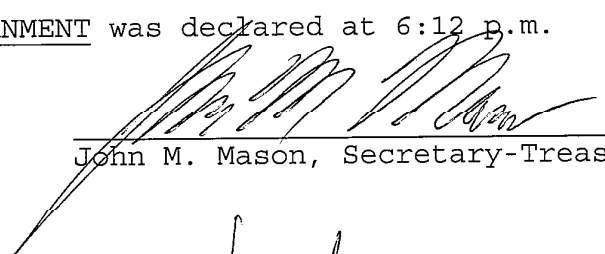
~~7. The Board commended Randy Dill for his work as Physical Plant Director.~~

8. The Budget Hearing for fiscal year 2000 was set for September 13, 1999 at the regular September Board meeting.

9. The Board directed the administration to write a letter ~~to the Board regarding the BR&B study for tearing down the old~~

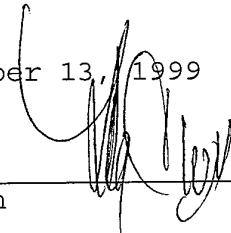
10. Randy Dill was directed to investigate costs for automated vehicle gates. In the event the bridges are

ADJOURNMENT was declared at 6:12 p.m.



John M. Mason, Secretary-Treasurer

APPROVED September 13, 1999



Chairman



COLLEGE OF
SOUTHERN
IDAHO

August 19, 1999

To: President Meyerhoeffer and the College of Southern

From: Mike Mason *[Signature]*

Re: ARTEC Computer Based Electronics Instructional Program

We received only one bid for the specified program. Based upon a review of the bid by Dave Sass, I recommend that we accept the bid of Lab-Volt of Spanish Fork, Utah in the amount of \$61,476.00 for the electronics instructional

funding for this purchase is from the Abernethy Miller grant.



COLLEGE OF
SOUTHERN
IDAHO
BUSINESS OFFICE

August 19, 1999

To: President Meyerhoeffer and the College of Southern
Idaho Board of Trustees

From: Mike Mason

A handwritten signature in black ink, appearing to read 'Mike Mason', is written over the 'From:' line.

Re: Sale of Surplus Electronic Air Cleaners

We received only one bid for the surplus air cleaners.
I recommend we accept the bid of Lester Peck from Nampa,
Idaho in the amount of \$650 for the equipment.

These funds will be deposited back into the Plant
Facility Fund.

CHALLENGE COURSE FACILITATORS

Kevin Christensen – CCI Challenge Course Coordinator

Coordinator – Student Activities
College of Southern Idaho

Jan Mittleider – Professor, Physical Education/Wellness
College of Southern Idaho

Graydon Stanley – Director, Student Information
College of Southern Idaho

Cathy Trotter – Advisor Cheerleader – Dance Team
College of Southern Idaho

Leslie Williams – Maintenance Supervisor

Bill Studebaker, Director, Outdoor Program
College of Southern Idaho

Jim Massey – Captain, Detective Division
Twin Falls City Police Dept.

Pete Snyder – MVRMC – Challenge Course Coordinator
Director of Business Development

Gene Zwanick – Coordinator, Assessment and Referral

JoAnne Snyder – Recreational Therapy Assistant
Canyon View Psychiatric and Addiction Services

DAY	DATE	TIME	TOTAL HOURS	ORGANIZATION	GROUP SIZE	TORS	FEES CHARGED	LUNCH
Monday	08/01/99	8:00 - 5:00	10	Dedicatic	8	Kare	\$ 160.00	yes
Friday	08/06/99	0:00 - 2:00	4	Open En: CND - Nc	6	Pete	\$ 120.00	no
Thursday	08/11/99	2:00 - 8:00	6	Eagle Ha	16	Kare	\$ 200.00	no
Friday	08/11/99	7:00 - 6:00	11	Eagle Ha	16	Kare	\$ 440.00	yes
Saturday	08/14/99	8:00 - 6:00	10	Open En	15	Kare	\$ 375.00	
Wednesday	08/21/99	7:00 - 6:00	11	Sawtooth	45	Kare	\$ 480.00	
Friday	08/21/99	7:00 - 6:00	11	Advanced	10	Kare	\$ 250.00	
Saturday	08/21/98	8:00 - 1:00	6	CSI Horc	20	Kare	\$ 120.00	
Saturday	08/21/99	4:00 - 7:00	4	Climbing	10	Kare		
Tuesday	09/01/99	4:00 - 7:00	3	Climbing	10	Kare		
Friday	09/11/99	7:00 - 1:00	6	Medical A	16	Kare	\$ 240.00	no
Saturday	09/11/99	7:00 - 6:00	11	Open En	15	Kare	\$ 375.00	yes
Tuesday	09/14/99	1:00 - 3:00	4	Magic Ve		Kare		no
Tuesday	09/14/99	4:00 - 7:00	3	Climbing	10	Jody		
Wednesday	09/14/99	2:00 - 7:00	5	Informati	20-25	Kare	\$ 200.00	no
Thursday	09/14/99	1:00 - 7:00	9	Chamber	25-30	Kare	\$ 360.00	no
Saturday	09/14/99	7:00 - 6:00	11	CSI Men:	20	Pate	\$ 440.00	yes
Tuesday	09/21/99	4:00 - 7:00	3	Climbing	10	Jody		
Thursday	09/21/99	2:00 - 8:00	8	Student	17	Kare	\$ 320.00	no
Friday	09/21/99	7:00 - 6:00	11	Student	17	Kare	\$ 440.00	yes
Saturday	09/21/99	7:00 - 6:00	11	Advance	10	Kare	\$ 250.00	yes
Tuesday	09/21/99	4:00 - 7:00	3	Climbing	10	Jody		
Thursday	09/31/99	1:00 - 5:00	6	CSI Che	10	Kare	\$ 240.00	no
Friday	10/01/99	7:00 - 6:00	11	CSI Che	10	Kare	\$ 440.00	yes
Thursday	10/11/99	1:00 - 5:00	6	CSI Dan	15	Kare	\$ 240.00	no
Friday	10/11/99	7:00 - 6:00	11	CSI Dan	15	Kare	\$ 440.00	yes

\$ 6,130.00

DAY DATE TIMES TOTAL HOURS

INTERESTED

PS FO FALL - 99, NOT SCHEDULED

FEE S CHARGED

ORG.	FUNCTION	GROUP SIZE	FACILITATORS	FEE S CHARGED
WOMENS B...	ALL	20	3	320.00
CSI STUDEN	ASSAD	30	2	320.00
CSI DIVERS	INCL	10	2	240.00
SIFE CLUB		15	2	160.00
LAW ENFOR	T CLAI	20	2	320.00
EAGLE HALL	ENTS	250	2	000.00
INTERCLUB	IL	40	2	240.00
CENTER INF	LIVING	20	2	640.00
MWRMC HOI	TH	15	2	200.00
U.S. CUSTO		20	4	000.00
CROSSING		15	2	480.00
JOB SERVIC		30	2	640.00
CENTER NE	CTION	10	2	320.00
ADDITION	SEL CL	25	2	320.00
UNITED ME	TYOU	15	2	360.00

TWIN FALLS
TWIN FALLS
IDAHO POW
LYTLE SIGN

OLICE
EPT.

\$1 560.00

KEY CHALLENGE COURSE

Development and Strategic Plan- Page 1

Item	Description	Target	Status
1. Com	<p>Establishment of a plan for the coordination of development. Coordination efforts will include master calendar, completion of self assessment, iterations. (Karen C.)</p> <p>Include acquisition and distribution of the more experienced facilitators on the course as. (Karen C./ Pete S)</p>	8/5	done
2. Deve	<p>Challenge Course Dedication & Kick Off.</p> <p>personal invitations to dedication</p> <p>dedication event and the opening of the course and activities.</p> <p>participants identified through the dedication</p>	8/5	Done
3. Esta	<p>system including: (Pete S./ Karen C.)</p> <p>lists from potential clients, call tracking log, and forms, client tracking, proposal template, related to the response to clients inquiries.</p> <p>charge matrix</p> <p>proposals</p>	8/5	Done

CHALLENGE COURSE
Strategic Plan - Page 2

MAGIC VALLEY CH
Business Development a

Item	Responsible	Description	Target Date	Status
4. Develop call	Jan	Initial promotional flyer to campaign to potential clients	8/16/99	Done
5. Develop	Jan	Identify and other community support (Lance M./Kare C./Pete S.)	9/1/99	Done
	Jan	Language references	8/2/99	Done
	Jan	Language references	8/3/99	Done
	Jan	Language references	8/19/99	Done
6. Develop	Jan	Formal documents including contracts with clients with intent of the client groups to phase order tracking and information/ Medical History and Tracking Process (Log (PS) Inventory (KC, PS))	8/10/99	Done
	Jan	Request for deposit (PS)	8/10/99	Done
	Jan	Request for a program (PS)	8/24/99	Done
	Jan	Information system (KC)	8/5/99	Done
	Jan	Information Form (KC)	8/5/99	Done
	Jan	Log (PS)	8/20/99	Done
	Jan	Inventory (KC, PS)	9/25/99	Done

NEC VALLEY CHALLENGE CC
Business Development and Strategic Plan - I

Item (str	res	Target Date	Status
7. Establish a transportation...	of r on, i n res h bil ant a nd c	8/15/99	Done
• Com...		8/10/99	Ongoing
• Estab...		9/1/99	
• Imple...		as needed	
• Revis...			
8. Establish in...	I joi cor ritic an t ency ratin ent h ds quar mer tato		
• Steer...		8/2/99	Done
• Initia...		8/16/99	Done
• Each...		8/27/99	
• Agree...		7/29/99	Done
• Pursu...		as needed	
• Arran...		8/10/99	Done

MAGIC VALLEY
Business Development

MAGIC VALLEY CHALLENGE COURSE
Business Development

Item (str)	Item (str)	Target Date	Status
9. Develop and implement a program to increase the visibility of the course and provide information to the community and the business community.	Develop and implement a program to increase the visibility of the course and provide information to the community and the business community.	10/19/99	
• Develop a picture of the course and its benefits and potential for inquiry information and distribution of local business cards through direct mail and through direct mail to participants and through direct mail to businesses with the goal of generating a list of potential contacts and follow-up to the course.	Plan and promote the course which includes the following: • Develop a picture of the course and its benefits and potential for inquiry information and distribution of local business cards through direct mail and through direct mail to participants and through direct mail to businesses with the goal of generating a list of potential contacts and follow-up to the course.	10/30/99	
• Develop a picture of the course and its benefits and potential for inquiry information and distribution of local business cards through direct mail and through direct mail to participants and through direct mail to businesses with the goal of generating a list of potential contacts and follow-up to the course.	Plan and promote the course which includes the following: • Develop a picture of the course and its benefits and potential for inquiry information and distribution of local business cards through direct mail and through direct mail to participants and through direct mail to businesses with the goal of generating a list of potential contacts and follow-up to the course.	8/31/99	
• Promote the course through direct mail to businesses with the goal of generating a list of potential contacts and follow-up to the course.	Plan and promote the course which includes the following: • Develop a picture of the course and its benefits and potential for inquiry information and distribution of local business cards through direct mail and through direct mail to participants and through direct mail to businesses with the goal of generating a list of potential contacts and follow-up to the course.	9/17/99	
• Follow-up to the course through direct mail to businesses with the goal of generating a list of potential contacts and follow-up to the course.	Plan and promote the course which includes the following: • Develop a picture of the course and its benefits and potential for inquiry information and distribution of local business cards through direct mail and through direct mail to participants and through direct mail to businesses with the goal of generating a list of potential contacts and follow-up to the course.	10/15/99	

**MAGIE
Busin**

**ALLEY CH
development an**

Item (staff responsible)

- 10. Develop a formal public relations
 - Meet with Dcug Mauhan re with the promotion of N.
 - Media Relations
 - Send a press release. Stations regarding th
 - Send press release to
 - Schedule interviews
 - Investigate the option (Monie Smith/ PS
- 11. Develop and implement a plan for hats and other items. (PS/ KS)
- 12. Establish a process for marketing which had participated in a pr
- 13. Revise promotional information
 - Re-do direct mail campaign
 - Incorporate MVCC into pr including pictures and c newsletters, etc.
 - Initiate formal advertise

- publicity plan v ng ways he wil t (KC/PS)
- local and regio ability of the c ews sources reg media (PS) d costs for form
- merchandising MV
- at involvement n with MVCC.
- fforts
- ional activities : information abc
- feasible and/ or

Item	Date	Status
10.	6/	Done
11.	5/	Done
12.	8/	Done
13.	g/	Done
	1/	
	1/	
	1/	
	1/	
	10/	

**MAGIC VALLEY
Business Development
Challenge CC
and Strategic Plan- I**

**CHALLENGE
6**

Item (staff res	Target Date	Status
14. Remodel and org: <ul style="list-style-type: none"> • Remove chairs • Install new floor • Install rope • Secure refrigerator Coca-col	8/17/99	Done
15. Purchase addition <ul style="list-style-type: none"> • First Aid Kit • Turn Buckle • Replacements 	As needed	
16. Develop formal re <ul style="list-style-type: none"> • Master note • Copies of re • Phone lists • Games and • 		Done Done Done